

BID ADDENDUM No. 1

DATE: May 25, 2010

Following is Addendum #1 for Bid Solicitation # **10024** for **Janitorial Services**.

As a State of Louisiana bid, the **bid price must include all shipping and handling fees**. Please reply on or before 10:00 a.m. June 1, 2010. **Please remember to sign your bid quotation.**

Deliver sealed bid by hand to:

Fletcher Technical Community College
Attn: Bid Department
310 St. Charles Street
Houma, LA 70360

Or mail sealed bid to:

Fletcher Technical Community College
Attn: Bid Department
Post Office Box 5033
Houma, LA 70361-5033

YOUR ENVELOPE MUST BE MARKED AS FOLLOWS:

"Bid Enclosed - Deadline 10:00 a.m. June 1, 2010" so that it will not be opened in error prior to the bid opening.

For additional information, please contact Susan Delahoussaye, Fletcher Technical Community College, Fiscal Operations Department, at (985)858-5746.

MAIN CAMPUS
310 St. Charles St.
Houma, LA 70360

Your prompt response will be appreciated. If you wish to be removed from our bid list of vendors please let us know.

ALLIED HEALTH
5396 Hwy. 311
Houma, LA 70360

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LOUISIANA MARINE &
PETROLEUM INSTITUTE
331 Dickson Rd.
Houma, LA 70363

ADDENDUM 1 TO BID SOLICITATION 10024

| | | | | |
|---|--------------------------------------|---|--|--|
| DELIVERY DATE DESIRED | F.O.B. Destination | BID OPENING DATE AND TIME | | |
| 14 DAYS ARO | Fletcher Technical Community College | June 1, 2010 Time 10:00 AM | | |
| VENDOR NAME AND ADDRESS | | DELIVER TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE 310 ST. CHARLES STREET HOUMA LA 70360 | | |
| Bidder's Signature: _____ Bidder's Printed Name: _____ Telephone No.: _____ Fax #: _____ Fed ID# _____ | | INVOICE TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE PO BOX 5033 HOUMA LA 70361-5033 | | |
| <p align="center">SPECIFICATION CHANGES:</p> <p>Your reference is directed to Bid Solicitation 10024 for a JANITORIAL SERVICES-FTCC MAIN CAMPUS, to be opened at 10:00 am on June 1, 2010.</p> <p>THE FOLLOWING CHANGES ARE TO BE MADE TO THE REFERENCED SOLICITATION:</p> <p>1-Bid Terms—</p> <p><u>Delete the following:</u></p> <ul style="list-style-type: none"> 1-The entire original <u>Bid Terms</u> (2 pages). 2-The entire original <u>Bid Form</u> (1 page). 3-The entire numbered page 3 of original Bid Documents. <p><u>Add the following:</u></p> <ul style="list-style-type: none"> 1-The attached revised Bid Terms (2 pages). Note: under Section titled "TO BE COMPLETED BY VENDOR", line 4, the <u>n/a</u> has been removed 2-The attached revised <u>Bid Form</u>. Note: The Bid Form now allows for the initial bid, option 1 and option 2. 3-The attached revised numbered page 3 of Bid Documents. <p>THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.</p> <p align="right">CONTINUED</p> | | | | |

CONTINUED

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this addendum by identifying your business name and by where indicated. You may return this acknowledgement, prior to bid opening, June 1, 2010- 10:00 am , by hand or mail or courier to: Fletcher Technical Community College, Bid Department, 310 St. Charles Street, Houma, LA 70360, Attn: Susan Delahoussaye.

Fletcher College reserves the right to Request a completed acknowledgement at any time. Failure to execute an acknowledgement does not relieve the bidder from complying with the terms of the bid and bid addendum.

ADDENDUM ACKNOWLEDGED / NO CHANGES:

FOR: _____ BY: _____

REVISION: If you have already submitted your bid and this addendum requires you to revise your bid, you must indicate any change (s) below. Identify your Business name and sign where indicated. Revisions shall be delivered prior to bid opening by hand or mail or courier to: Fletcher Technical Community College, Bid Department, 310 St. Charles Street, Houma, La, 70360. **Your envelope must be sealed** and marked as indicated in the Bid Documents Cover Sheet.

Revisions received after Bid Opening shall not be considered and you shall be held to your original bid.

FOR: _____ BY: _____

REVISION: _____

REVISED TOTAL PRICE: _____

PLEASE USE LINES BELOW TO DETAIL REVISED PRICE:

| | | Qty | Uom | | Annual amount |
|---|--|-----|---------|--|---------------|
| 1 | Janitorial Services for Fletcher Technical Community College, MAIN Campus | 12 | Monthly | | |
| 2 | Option 1 (page S-5) | 12 | Monthly | | |
| 3 | Option 2 (page S-5) | 1 | Annual | | |
| | DETAILED SPECIFICATIONS: | | | | |
| | Refer to original bid documents. | | | | |

Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated.
 Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected.
 All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.

AGENCY ADMINISTRATIVE OFFICER

Susan Delahoussaye

DATE:

5/25/10

| | | |
|---|--------------------------------------|---|
| DELIVERY DATE DESIRED | F.O.B. DESTINATION | BID OPENING DATE AND TIME |
| 14 DAYS ARO | Fletcher Technical Community College | June 1, 2010 TIME: 10:00 AM |
| VENDOR NAME AND ADDRESS | | DELIVER TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE, LAMPI Campus 310 ST. CHARLES STREET HOUMA LA 70360 |
| Bidder's Signature: _____ Telephone No.: _____ | | INVOICE TO: L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE PO BOX 5033 HOUMA LA 70361-5033 |

STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS

TO BE COMPLETED BY VENDOR:

1. _____ Please remove our company from this commodity code.
2. _____ Delivery will be made in this number of days after receipt of order.
3. _____ % cash discount for prompt payment if made within thirty (30) days. Cash discounts for less than 30 days or less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken but will not be considered in determining awards.
4. _____ Bid Bond attached, _____ Certified check attached, _____ Other, if required.
5. _____ Bid reference number. (This number will appear on resulting order or contract).

INSTRUCTIONS TO BIDDERS:

1. Read the entire bid, including all terms and conditions and specifications.
2. All bid prices must be typed or written in ink.
3. This bid is to be manually signed in ink.
4. Bid prices shall include delivery of all items F. O. B. Destination or as otherwise provided. Bids containing "payment in advance" or "C.O.D." requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
5. Amount of bid bond required: n/a
6. Amount of performance bond, if required: _____ n/a _____ OR _____ n/a _____ % of bid.
7. Desired delivery: 14 DAYS ARO
8. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number, or submitted in the special envelope if furnished for that purpose.
9. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.E.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
10. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see No. 30). All bid information shall be made with ink or typewritten.
11. Address all inquiries and correspondence to the buyer at the phone and address shown above.
12. Conference:
13. Bid forms.

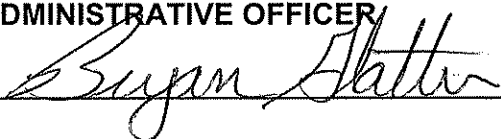
All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

- A. Bid contains no signature indicating intent to be bound;
- B. Bid filled out in pencil; and
- C. Bid not submitted on the State's standard forms.

Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered. Telegraphic and Fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time. Entire bid should be returned, except item pages not bid.

14. Standards of quality.

Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

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|--|-------------------------|
| SOLICITATION LOG NUMBER: 10024 | |
| Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected. All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases. | |
| AGENCY ADMINISTRATIVE OFFICER:  | DATE: 5/25/10 |

| | | |
|--|---------------------------------------|--------|
| STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS | SOLICITATION LOG NUMBER: 10024 | |
| OPEN DATE: June 1, 2010 Time: 10:00 AM | | PAGE 2 |

15. Descriptive information.

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for State of Louisiana agency to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

16. Bid opening.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the State of Louisiana agency during normal working hours. Written bid tabulations will not be furnished.

17. Awards.

The State of Louisiana reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

18. Prices.

Unless otherwise specified by the State of Louisiana agency in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and form for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) As specified in the solicitation.

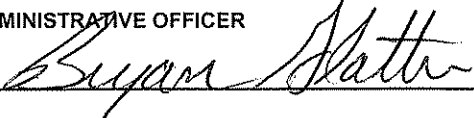
19. Deliveries.

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation.

20. Taxes.

Vendor is responsible for including all applicable taxes in the bid price. State agencies are exempt from all State and local sales and use taxes.

21. An option for renewal for two additional years is offered under this bid solicitation at the same price, terms and conditions. Approval of both parties, in writing, would be required for renewal each year or period thereof.

| | |
|---|------------------|
| Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. <u>Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected.</u> All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases. | |
| AGENCY ADMINISTRATIVE OFFICER  | DATE: 5/25/10 |

[illegible]

SOLICITATION NUMBER: **10024**

GENERAL CONTRACT PROPOSAL FORM

BID OPENING DATE: **June 1, 2010 at 10:00 A.M.**

FLETCHER TECHNICAL COMMUNITY COLLEGE
ADMINISTRATION OFFICE
PURCHASING SECTION
310 ST CHARLES STREET
HOUMA, LOUISIANA 70360

BID MADE BY: _____

PROJECT: Furnish all labor, materials, tools and equipment necessary for the
Renovation at Fletcher Technical Community College as per
specifications prepared by the Facilities Department.

The undersigned, in compliance with your invitation for bids for the project listed above,
having examined the specifications and related documents, inspected site and being
familiar with all of the conditions surrounding the fulfillment of the contract, hereby
proposes to furnish all labor, materials, tools and equipment necessary to complete the
above referenced project within the time set forth herein and for the price stated below.

The Lump Sum Total Price stated shall include all permits and governmental fees, licenses,
and inspections, and all sales, consumer use and taxes of any other nature or kind
whatever arising from or pertaining to the work or portions thereof provided by the
contractor which are legally enacted at the time bids are received, whether or not yet
effective.

BASE BID: I/We propose to furnish all materials and perform all work as described in the
specifications and related documents for the sum of: (WORDS AND
FIGURES)

ORIGINAL BID LUMP SUM TOTAL \$ _____

Option 1-\$ _____

Option 2-\$ _____

NOTE: WHERE SO INDICATED BY THE MAKEUP OF THE BID FORM, SUMS SHALL BE
EXPRESSED IN BOTH WORDS AND FIGURES, AND IN CASE OF A DISCREPANCY
BETWEEN THE TWO, THE WRITTEN AMOUNT SHALL GOVERN.